

JOB DESCRIPTION
ST. CLAIR STREET SENIOR CENTER
PART-TIME AFTER HOURS OPENER

1. JOB TITLE: PART-TIME AFTER HOURS OPENER

2. DEFINITION: The St. Clair Street Senior Center Part-Time After Hours Opener is responsible for opening and closing the Center and assistance as needed with activities, socials, and rentals of the facility after 4:30 p.m. and before 8:00 a.m. weekdays and on Saturdays, Sundays, and infrequent holidays. This employee is under the direct supervision of the Senior Center Director or in the Director's absence, the Records Keeper or Program Director. All employees are responsible to the City Manager. Directions are general and specific in nature. Some independent judgment is needed to make decisions and complete tasks. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens and as Non-Safety Sensitive. The employee will be subject to post accident, reasonable suspicion, return to duty and follow up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. The employee works primarily indoors in the facility and, infrequently, outdoors as needed. The employee must be capable of operating telephones, copy machines, the burglar alarm, a computer, printer, and miscellaneous office equipment and accessories customarily used in an office environment. The employee must also be capable of operating equipment used in programming; e.g. VCR, movie and slide projector, etc., and cleaning equipment as necessary.
- b. The job location is the St. Clair Street Senior Center facility. It is a smoke free environment.

4. ESSENTIAL FUNCTIONS:

- a. Opens and closes the Senior Center after regular operating hours as scheduled.
- b. Ensures equipment is set up as related to the scheduled activity.
- c. Cleans, straightens, sweeps and spot mops the facility as needed so it is clean and neat in appearance.
- d. Maintains accurate participation records in a timely manner and completing accident/injury reports as necessary.
- e. Assists with clerical work and data entry into the computer as time allows.
- f. Assures rules for use of the Senior Center are followed.
- g. Promotes and stimulates good relationships among participants and among community groups using the Senior Center.
- h. Writes receipts for money received through donations or other user fees and secures the money in the appropriate place.
- i. Sits, stands, stoops, walks and lifts objects weighing up to 50lbs.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

Performing other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILL, ABILITIES:

- a. Must be at least 21 years of age.
- b. High school graduate or GED.
- c. Must have legal authorization to work in the United States.

- d. Must not have been convicted of, or pleaded guilty to, or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, or controlled substances.
- e. Ability to lift and/or move objects/equipment weighing up to 50lbs.
- f. Knowledge of and ability to operate modern office machines and audio visual equipment.
- g. Ability to establish and maintain a good working relationship with other City employees and with individuals and groups who use the Center.
- h. Good communications skills with the ability to follow and give oral and written instructions.
- i. Physical and mental ability to work independently.
- j. Ability to work an erratic work schedule with weekend, night, and infrequent holiday work required.
- k. Ability to perform the duties of the job for the assigned work schedule.
- l. Ability to appear on time for work and notify the appropriate individual in advance if unable to work.
- m. Knowledge of recreational activities preferred.

Non-Exempt
Non-Safety Sensitive
July 8, 1997